

United States Bankruptcy Court
Northern District of West Virginia

Release 3.0 Changes for External Filers

Introduction Many changes will be made to the CM/ECF application in Release 3.0. This document summarizes some of the major changes which will impact the use of CM/ECF for external filers. If there are any questions regarding how to use CM/ECF in Release 3.0, please call the Court at 304-233-1655 **The effective date for Release 3.0 is June 5, 2006**

1. **Claims Entry** The screens appearing under the *File Claims* link have several modifications and enhanced features.
 - The *Duplicates Claim #* field , the *Late drop-down* menu, and the *Status drop-down* menu will no longer exist in Release 3. The *Status drop-down* menu allowed the filer to designate the claim as an amended claim. When amending a claim in Release 3.0, the filer must now select the *Amends Claim #* field and enter the number of the claim being amended.
 - The *Edit Creditors* link that appears is only accessible to internal Court users.
 - The *Notice of Electronic Claims Filing* that generates when a claim is filed, has been enhanced to include a link to the *Claims Register*. The *Notice of Electronic Claims Filing* will also include a hyperlink to allow the filer to return to the filing screen to file another claim.
2. **Claims Register**
 - **Numbering of Claims** - Claims and amended claims will be numbered differently than in prior CM/ECF releases. Under Release 3, an original proof of claim will be numbered with a sequential claim number and an extension at the end e.g. "-1." For example, the first claim filed in a case will appear as 1-1. The second claim will be 2-1, etc. If the first claim is amended in Release 3.0, the amended claim will receive an extension of "-2," so the amended claim will appear as Claim 1-2. Claims filed prior to conversion to Release 3.0 will retain their original claim numbers but a "-1" extension will be added. To illustrate, if claim number 2 and claim number 5 were filed before conversion to Release 3, and claim number 5 amended claim number 2, both claims, following conversion, would be assigned claim numbers of 2-1 and 5-1 respectively. If after June 5, 2006, however, another claim amended claim number 5, the new claim would be Claim 5-2.
 - **Claims History** - Amended claims and other information will now appear in a new *History* section as appropriate for each claim on the Claims Register. (see screen print below) . The *History* section will list any claim for that number and any claim-related docketing events with

hyperlinks to the claims and the docketing events.

03-10002 John Jones		
Judge: Charles Anderson	Chapter: 7	
Office: Flemsville	Last Date to file claims: 09/26/2004	
Trustee: Julian Mayfair	Last Date to file (Govt):	
Creditor: Home Depot History E.O. Log 551 Debit: 03/09/2004	Claim No: 1 Filed: 03/09/2004 Revised: 03/09/2004 Amended by: Home Depot	Status: Withdrawn 43 Filed by: CA Entered by: Stevens, Kate Deleted: 11/18/2005
Unsecured claimed: \$1200.00 Secured claimed: \$731.09 Total claimed: \$1931.09		
History: 1-1 03/09/2004 Claim #1 filed by Home Depot, total amount claimed: \$1931.09 (Stevens, Kate) 1-2 03/12/2004 Amended Claim #1 filed by Home Depot, total amount claimed: \$1931.09 (Stevens, Kate) 43 09/18/2004 Withdrawal of Claim(s) 1 by Home Depot, (Stevens, Kate) Status: Withdrawn Description: (1-1) Building Supplies (1-2) Building Supplies Remarks:		

- **Claims Register** - The *Claims Register* will store the *Notice of Electronic Claims Filing* for claims entered in Release 3.0. The *Claims Register* will also be available under the *Query* menu - - previously, it was available only through *Reports*. When the address of a claimant changes, the previous addresses will be available for viewing in a History link next to claimant's name.

3. Claim-Related Events

- **Claims Numbers Are Now Required for Related Events.** Events related to claims should all have a *Claim Number field* in which the filer will enter the claim number to allow a link to appear in the *History* section of the *Claims Register*. It is important when entering a claim number to reference only the main claim number, such as 1 for Claim 1. If the claim number is entered with an extension such as 1-2, the system reads this as Claims 1 and 2.

4. Transfer of Claim (waiver) Event

The *Transfer of Claim* events will now change the claimant on the register and list the transferee as claimant. The *History* section will provide a link to the transferor. This event will allow the user to select a transferee and to search for and select multiple transferors. The claim number will be referenced next to the transferor in the selection list so the right claim can be selected.

5. Open a Bankruptcy Case This link has been re-named to *Open Voluntary BK Case*, and

within the new **Open Voluntary BK Case** link, several changes appear.

- The **Role Type** menu in the party field has been eliminated because “*Debtor*” will be the automatic role type.
- The number of debtor records on a case will be determined automatically by the **Joint Petition** field. The system initially asks whether the case is a joint petition. If the user selects “n” for “no,” one debtor record is required. If the user selects “y” for “yes,” the system prompts for two debtor records.
- The Type of debtor field at the **Statistics** screen has been modified to force selection of only one option: Individual, Corporation (includes LLC & LLP), Partnership, and Other using a radio button format. Nonprofit Organization is added as a new **Type of debtor** selection with a checkbox option. The other Type of debtor selections (e.g. Health Care Business, Single Asset Real Estate, etc.) shown in checkbox format can have as many selections as necessary.

6. **Open an Adversary Proceeding** Several changes appear in the **Open an Adversary Proceeding** link.

- The **Role Type** menu option has been removed in the **Party** field because the roles of Plaintiff and Defendant are automatically set as the role types.
- The filer will enter as many Plaintiff records as necessary and click **End Plaintiff Selection** when finished. The filer then enters as many Defendant records as necessary and clicks **End Defendant Selection** when finished.
- There is no longer a ProSe field as any party record entered without an attorney added is automatically set as pro-se.
- On the statistics screen, the **Nature of Suit** drop-down menu has been replaced by a Primary nature of suit drop-down menu and a Secondary nature[s] of suit drop-down menu, which will allow the user the ability to set one primary nature of suit and as many secondary nature of suits as necessary.
- The docket text for Adversary Case Opening, on the associated Bankruptcy Case Docket Sheet, has been clarified and will include the adversary case number once the case is entered.

7. **Open an Involuntary Case** The Open an Involuntary Case link has been re-named as **Open an Involuntary BK Case**.

- On the opening screen, the Chapter drop-down menu will only have Chapters 7 and 11 and will not reference any other Chapters.
- The **Joint Petition** field will no longer be editable as it will always be set to “n” for no.
- The **Deficiencies** field will be removed from the opening screen.
- The **Role Type** field has been removed from the Party fields because the user will create one debtor record and as many petitioning creditor records as necessary until the user selects **End Petitioning Creditor Selection**.
- In the past, the attorney opening the case would be mistakenly linked to the debtor rather than

petitioning creditors. Now, on the **Petitioning Creditor** screen, a check box will be available which states: “The user opening the case is the filing attorney for this party.” This checkbox creates a link between the filing attorney and the petitioning creditor.

- The **Statistics** screen will be modified to make the same changes as outlined in Open a Bankruptcy Case. Finally, the docket text has been clarified.

8. **Case Upload**

- The **Case Upload** feature has been available as a locally developed application. With Release 3, this local application will be supported by the Administrative Office as part of the national CM/ECF program. One change necessary to implement the national **Case Upload** feature is that **the party role of the second debtor on joint case should always be “jdb” not “db.”** This procedure is opposite of that which the Court has required for Case Upload when using the local application. Failure to use “jdb” in the second debtor record can cause the alias records of the second debtor to improperly link to the first debtor.
- **Case Upload** can be used in Chapter 7, 11 and 13 cases, and now, also in Chapter 9 and Chapter 12 cases, as well as, Health Care Business cases. **Case Upload** should not be used in Chapter 15 cases.

9. **Party Searches and Case Opening Party Records**

- When searching for a party record, the user can now search on the first name and middle name, in addition to the last name.
- On case opening, error and warning messages will generate if certain data fields are not completed. The **Last Name** field is the only required field and if it is not completed, an error message prevents submission of the data. If the party has a United States address, the **Country** field should either be blank or the filer should type in USA using capital letters. If any other characters are typed in the **Country** field, the case will be interpreted as a foreign address, and the country will be added to the last line of the address on any matrix generated.
- A **Corporate Parent** button now appears for use if a corporation has a corporate parent required to be disclosed under Fed. R. Bankr. P. 7007.1 and 1007(a).

10. **Creditor Maintenance** The **Creditor Maintenance** functions have been improved to allow easier input of creditor data.

- The field lines for typing individual creditor names and addresses when adding creditors through **Creditor Maintenance** have been removed to permit the filer to enter a block of addresses for up to 10 creditors at one time. Filers may add creditors by directly typing in the information or by copying and pasting data from another file.

11. **Multi-Part Motions** Previously, when multiple events were selected in a list of docketing events in CM/ECF, the docket text would place the events in alphabetical order. Now, the

events will appear in docket text in the same order which the user selected the events.

12. **Docketing Screens** Enhanced case information will display on docketing screens to show: Case Type, Judge Initials, Office Code and Name, Active Lead BK Case Number, Chapter Number and Voluntary (v) or Involuntary (I), Asset Code (y/n), Description of the Disposition Code, and Case Flags.

13. **Reports**

- The ***Docket Activity Report*** will now be available to external filers. Attorneys will have an additional check box option to limit the search to cases in which the attorney is involved.
- The ***Docket Report (Docket Sheet)*** will show the role-type of the parties above the party's name rather than below.
- The ***Claims Activity Report*** will make Creditor searches easier by permitting any part of the Creditor name to be searched, and Creditor searches are no longer case sensitive.
- The ***Creditor Mailing Matrix*** will now be available in the ***Query*** menu.

14. **PACER**

- A new ***Utilities*** menu option, called ***Clear Default PACER Account*** will allow users to clear their default PACER logins.
- Three Utilities options, currently only available in PACER, will be directly accessible for attorney filers in the ***CM/ECF Utilities*** menu. Those options are: ***Change Your PACER Account***, ***Review Billing History***, and ***View PACER Account Information***.
- The 30-page cap for billing in PACER has been extended to apply to Queries and to the Cases, Claims Activity, and Docket Activity Reports. There will be no page limit for billing transcripts, which are entered after Release 3 implementation.

15. **Browser**

Release 3 has been tested to work with Netscape 7.2 and Internet Explorer 6. If the user is experiencing problems using Release 3 of CM/ECF, it may be due to using a previous version of the browser.